

FINAL

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Commission Meeting  
April 3, 2017

**ATTENDANCE:** Commissioners: David Brown, Chair; Charles Yost, Debora Goldstein,  
Dr. Michael Intrieri, Treasurer

**STAFF:** Jim Smith, General Manager; Ron Scofield, Assistant General Manager

**OTHERS:**

**CALL TO ORDER**

Commissioner Brown called the meeting to order at 7:00 p.m. A quorum was present.

**PUBLIC COMMENT**

No one from the public was in attendance to comment.

**MINUTES**

March 6, 2017 Regular Meeting

**\*\* COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF MARCH 6,  
2017 REGULAR MEETING.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**\*\* COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES AND AD AN  
AGENDA ITEM, TTD COMMISSION DECORUM AT PUBLIC EVENTS.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* 2 ACCEPTANCES**

**\*\* 1 ABSTENTION**

**\*\* MOTION PASSES.**

**TTD COMMISSION DECORUM AT PUBLIC EVENTS**

Commissioner Goldstein stated that a recent public event, a loud argument took place between two members of the body. She attempted to intervene and stated that this wasn't the place to discuss it and was told very strongly to basically mind her own business.

Commissioner Brown referenced the subject of the argument that took place at a public event and stated that he went back to the Annual Meeting transcript and saw that he had been incorrect in what he stated with regard to the Commission. He continued to say that he did phone Dr. Intriери and apologized for the error. It was not done intentionally. Dr. Intriери accepted his apology and told Commissioner Brown, "let's move forward and forget about it."

Commissioner Goldstein stated that the Commission should keep in mind that when they are at public events, they should not discuss these types of issues and should be mindful of how the Commission addresses each other in public during a heated moment. Commissioner Goldstein asked Dr. Intriери for an apology for the rude way she was addressed. After discussion of the situation, Dr. Intriери apologized to her for offending her in public. Commissioner Goldstein thanked Dr. Intriери.

**DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE**

Mr. Smith said that Total Income and Total Expense for February 2017 are about the same as compared to 2016, as well as Net Ordinary Income. Other Income is \$300,327, which is up 32% from the previous year. Net Income before Rate Stabilization was \$99,012, up 90% from last year. Net Cash Income is \$1,264,532, which is up 97% from the previous year.

Further discussion took place with regard to the Rate Stabilization Fund. Mr. Smith explained to the Commission how the contribution to Rate Stabilization works. He informed the Commission that he is currently working on a draft policy for Rate Stabilization and will be presenting it to the Commission at a future meeting. Cash balances are in good shape. The Capital Improvements Fund, Construction WIP and Savings will be drawn down for the Rowan Street building project. Outstanding debt to CMEEC went down approximately \$600,000 during the course of the fiscal year.

Mr. Smith is recommending to the Commission that they reduce the contribution to the Rate Stabilization Fund from 10 cents to 9 cents due to the fact that CMEEC is projecting a decline in power costs over the next 2-3 years. In the absence of a Rate Stabilization Policy, Commission Goldstein requested to see the data behind the reasons for CMEEC's projections before making a final decision on the contribution reduction. Mr. Smith will provide this information to the Commission.

The PCA continues to be in an over-collection trend and continues to increase, rather than decrease since the last adjustment. Mr. Smith recommended to the Commission that they

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decrease the PCA from the current 2.5 cents to 2.0 cents. Discussion took place around the PCA and how often it should be revisited and adjusted.

Commissioner Yost said he believes the 2.0 cents is too aggressive and would prefer to see the PCA be decreased to 2.3 cents, which is not as drastic. This will be implemented with the April billing cycle.

**\*\* COMMISSIONER YOST MOVED TO SUSPEND THE RULES AND ADD AN AGENDA ITEM, PCA.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

PCA

**\*\* COMMISSIONER YOST MOVED TO CHANGE THE PCA FROM 2.5 CENTS TO 2.3 CENTS.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**\*\* COMMISSIONER GOLDSTEIN MOVED TO REVIEW THE PCA ON A QUARTERLY BASIS.**

**\*\* COMMISSIONER YOST SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The next review of the PCA will be July 2017.

KPI's – Continue to be on the right track.

### **SUMMARY OF PERSON-TO-PERSON RESULTS**

Mr. Scofield informed the Commission that the Person-To-Person program has resulted in another positive year. TTD continues to have a good relationship with Person-To-Person and the program is being used and well-received by the ratepayers who are in need.

Commissioner Goldstein asked how many ratepayers that started off in the first year have been able to come off the program completely. Mr. Scofield said it is at least 50%.

Commissioner Brown asked about the amount for the program. Mr. Scofield said it was based on usage and what amount needs to be set on an individual basis over a 5-month period in order to make the program work. If they maintain the program for the 5 months, they will receive a check from Person-To-Person towards their account balance. This amount differs from customer to customer. The byproduct of the program is that they have taught the customer how to meet their monthly financial obligation.

## **GENERAL MANAGER'S REPORT**

### **Website RFP**

Mr. Smith reminded the Commission that Jumar's contract will end on April 30, 2017. Mr. Smith has spoken to Jumar and they are not interested in bidding on the Marketing RFP or the Website RFP under any circumstances.

In the meantime, TTD has sent out Marketing RFP to over 30 companies in the area. As of March 31, 2017 (deadline date), five responses were received. Mr. Smith and staff will be reading the responses and developing an evaluation matrix to determine two final candidates to present to the Commission. The Commission was given copies of all the responses for their review as well. Mr. Smith did note that some of the proposals do contain bids for the website.

Mr. Smith will give his recommendations to the Commission prior to the Special Meeting to be held on Monday, April 10, 2017 at 5:00 p.m. The Commission will review the recommendations and discuss it at the meeting. Once the selection is made, they will be called to attend the Commission meeting of Monday, April 17, 2017 (7:00 p.m. and 8:30 p.m.) in order to present to the Commission. The Commission will discuss and a final decision will possibly be made that evening.

In terms of the Website RFP, Mr. Smith suggested that the Website RFP go back to the five respondents and give them all a chance to make a bid on website services. Discussion took place about how the situation should be handled. Commissioner Goldstein suggested that once a final Marketing firm is selected, we could do an add-on with them for the website, if interested.

Commissioner Goldstein brought up the subject of security in terms of the website. It's possible that the vendor chosen for Marketing may not be able to handle it and TTD would need still to find another company to handle the website.

Mr. Smith said he was told by Jumar that they will continue to support us through the transition to a new Marketing firm. He will speak with Jumar to get further clarification about their support during the transition or possibly extend their contract for a few months while the new firm is ramping up.

### **May Commission Meeting**

Mr. Smith informed the Commission that he will be out of town for the May 1<sup>st</sup> meeting, but Mr. Scofield is capable of handling the meeting in his absence, unless the Commission would like to move the meeting to May 8<sup>th</sup>. It was the consensus that the meeting would be moved to May 8<sup>th</sup>. Commissioner Goldstein requested that the agenda be released earlier than normal in case there are any additions, as it will be posted as a Special Commission meeting.

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### **PROJECT SUMMARY**

Customer Service/Management Training Program – Commissioner Brown asked where Ms. Malone went for her training. He was told it was held at the NEPPA Training Center in Littleton, MA. Commissioner Goldstein asked what Ms. Malone thought about it. Mr. Scofield responded that she like some parts and didn't like some other parts. He informed the Commission that Ms. Malone wrote a synopsis of the seminar. The Commission asked to have it sent to them.

Street Lights – Commission Brown spoke with Mike Adams about putting the shades on the lights.

Economic Development – Mr. Smith said he has had one conversation with Elizabeth Stocker in the past month. He felt that there is no big push for East Norwalk. One of the areas Mr. Smith thinks TTD should concentrate on is the Fortis building.

Strategic Planning Process – Commissioner Yost believes the Commission should start an implementation process of three to five of the items now and then implement another set of items in the not too distant future. The first set of items could include: Commission term limits, 5-person Commission, Treasurer position, District Clerk position and CMEEC Rep. It was suggested that Mr. Smith contact Atty. Bove to see what steps need to be taken to start the implementation for Charter revisions and to see if Atty. Bove would be able to attend the April 10<sup>th</sup> Special Commission meeting.

### **ADJOURNMENT**

- \*\* COMMISSIONER BROWN MOVED TO ADJOURN.**
- \*\* COMMISSIONER GOLDSTEIN SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

Third Taxing District  
of the City of Norwalk  
April 3, 2017